DATE: July 30, 2024

MEMO: TO ALL BUILDINGS PLEASE POST

FROM: Michael McILmores
Assistant Superintendent of Human Resources

RE: CSEA—Anticipated Vacancies: Typists and Bilingual Typists

At the present time the District has the following anticipated vacancies:

<table>
<thead>
<tr>
<th>Posting #</th>
<th>Name</th>
<th>Position</th>
<th># Positions</th>
<th>Location(s)</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBL-010</td>
<td>Bilingual Typist</td>
<td>1</td>
<td>HOH</td>
<td>*Transfers or Civil Service Eligible Only / Must be Bilingual</td>
<td></td>
</tr>
<tr>
<td>TBL-011</td>
<td>Bilingual Typist</td>
<td>1</td>
<td>SMS</td>
<td>*Transfers or Civil Service Eligible Only / Must be Bilingual</td>
<td></td>
</tr>
<tr>
<td>TYP-007</td>
<td>Typist</td>
<td>1</td>
<td>GLA</td>
<td>*Transfers or Civil Service Eligible Only</td>
<td></td>
</tr>
<tr>
<td>TYPE-026</td>
<td>Typist</td>
<td>1</td>
<td>NWS</td>
<td>*Transfers or Civil Service Eligible Only</td>
<td></td>
</tr>
<tr>
<td>TYP-019</td>
<td>Typist</td>
<td>1</td>
<td>NFA Main</td>
<td>*Transfers or Civil Service Eligible Only</td>
<td></td>
</tr>
<tr>
<td>TYP-076</td>
<td>Typist</td>
<td>1</td>
<td>NFA Main (Night School) Hours: 12 PM – 8 PM</td>
<td>*Transfers or Civil Service Eligible Only</td>
<td></td>
</tr>
</tbody>
</table>

Funding Source: General Funds

MINIMUM QUALIFICATIONS:
(a) Graduation from high school or
(b) possession of a high school equivalency diploma, including or
(c) supplemented by a course in keyboarding; or
(d) any equivalent combination of experience and training sufficient to indicate ability to do the work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES (TYPIST):
Good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to keyboard accurately at an acceptable speed; ability to understand and carry out oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness, accuracy; tact and courtesy; good physical condition.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES (BILINGUAL TYPIST)
Good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to keyboard accurately at an acceptable speed; ability to understand and carry out oral and written instructions; ability to transcribe written and oral *Spanish to English and vice versa; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness, accuracy; tact and courtesy; good physical condition.

Internal applicants must submit a current resume and letter of interest to:
Office of Human Resources, 124 Grand St. Newburgh, NY 12550  OR  FAX to: 563-3468

PLEASE DO NOT E-MAIL directly to Mr. McIImores. PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM:tc

Newburgh Enlarged City School District • 124 Grand Street • Newburgh, NY 12550 • (845) 563.3400 • www.newburghschools.org